

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

BUDGET AND POLICY SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within an agency central budget office which supervise and direct segments of departmental budget and policy programs. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional supervisory positions located within an agency central budget office which supervise and direct segments of departmental budget and policy programs. Positions allocated to this classification supervise and direct the development and monitoring of segments of the department's biennial and annual operating budgets; function as the Section Chief, Unit Supervisor, or Team Leader at the central budget office level for specifically assigned divisions or programs; and direct and coordinate staff conducting budget and policy analyses, including program, policy, organizational, legislative, and fiscal analyses. Positions in this series are also responsible for budget development, program planning, policy and procedure input and development, budget and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are more appropriately classified as Budget and Policy Supervisor - Advanced, Budget and Policy Supervisor Division, or Budget and Policy Supervisor Division - Advanced.

3. Positions which are more appropriately classified as Budget and Policy Analyst Agency or Budget and Policy Analyst Division.

4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

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The positions in this classification are professional supervisory positions located within an agency central budget office which supervise and direct segments of departmental budget and policy programs. Positions allocated to this classification supervise and direct the development and monitoring of segments of the department's biennial and annual operating budgets; function as the Section Chief, Unit Supervisor, or Team Leader at the central budget office level for specifically assigned divisions or programs; and supervise two or more professional Budget and Policy Analyst Agency staff conducting budget and policy analyses, including program, policy, organizational, legislative, and fiscal analyses. Positions in this series are also responsible for budget development, program planning, policy and procedure input and development, budget and supervision of staff within their respective program area.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 and announced in Bulletin CLR/SC-109 to describe professional supervisory positions located within an agency central budget office which supervise and direct segments of departmental budget and policy programs. These positions were previously classified as Budget and Policy Supervisor 1.

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